

ATTACHMENT 3
REPORTS OF WORK
TECHNICAL & ADMINISTRATIVE SUPPORT FOR
THE EPA NATIONAL DRINKING WATER PROGRAM
68HERC20D0023

The work shall be divided into Task Orders. Additionally, monthly progress reports and monthly financial management reports are required for each Task Order. Informal bi-weekly expenditure reports and special reports may be required for selected task orders. Reports submitted under this contract shall reference the contract number, the task order number, and the Environmental Protection Agency (EPA) as the sponsoring agency.

MONTHLY PROGRESS REPORT

(a) The Contractor shall furnish a copy of the combined monthly technical and financial progress report stating the progress made, including the percentage of the project completed, and a description of the work accomplished to support the cost. If the work is ordered using task orders, include the estimated percentage of task completed during the reporting period for each task order.

(b) Specific discussions shall include difficulties encountered and remedial action taken during the reporting period, and anticipated activity with a schedule of deliverables for the subsequent reporting period.

(c) The Contractor shall provide a list of outstanding actions awaiting Contractor Officer authorization, noted with the corresponding task order, such as subcontractor consents, overtime approvals, and task order modifications.

(d) The report shall specify financial status at the task order task level as follows:

(1) For the current period, display the amount claimed.

(2) For the cumulative period, display: amount shown on task order award work plan, or latest task order amendment amount (whichever is later): amount currently claimed; amount paid; amount suspended; amount disallowed; and remaining approved amount. The remaining approved amount is defined as: the work plan amount or latest task order amount (whichever is later), less total amounts originally invoiced, plus total amount disallowed.

(3) Labor hours.

(i) A list of employees, their labor categories, and the number of hours worked for the reporting period.

(ii) For the current reporting period, display the expended direct labor hours (by EPA contract labor hour category) and the total loaded direct labor costs.

(iii) For the cumulative reporting period and cumulative contract period, display: the negotiated and expended direct labor hours (by EPA contract labor category) and the total loaded direct labor costs.

(iv) Display the estimated direct labor hours and costs to be expended during the

next reporting period.

(v) Display the estimates of remaining direct labor hours and costs required to complete the task order.

(4) Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the task order.

(5) Average total cost per labor hour. For the current contract period, compare the actual total cost per hour to date with the average total cost per hour of the approved work plans.

(6) A list of deliverables of each task order during the reporting period.

(7) The amount of funding as specified by the Government for the task order; the amount of funding remaining; and the percentage of funding remaining.

(f) The reports shall be submitted to the following email addresses on or before the 20th of each month following the first complete reporting period of the contract. See EPAAR 1552.232-70 ALT 1, Submission of Invoices, paragraph (e), for details on the timing of submittals. Distribute reports to the following personnel and addresses:

Contract-level COR (CL-COR)- email address identified in contract

Task Order Contracting Officer's Representative (TOCOR) – email address identified in individual Task Order

Contracting Officer- via Fedconnect